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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-51

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Update to OSUP Memorandum #2009-34
Employee Telecommuting

As previously communicated in OSUP Memo [#2009-34](#), attendance code ZTEL is available for use in the ISIS HR system to monitor employees who telecommute. ZTEL is available for timekeepers via online time entry as well as for employees via LEO. A telecommuter indicator is also available on IT007 (Planned Working Time).

OSUP Memo #2009-34 advised that the indicator must be flagged for all employees who telecommute. However, agencies are only required to use attendance code ZTEL and the "Telecommuting Indicator" field on infotype 0007 (Planned Working Time) on an employee performing work in a state other than Louisiana. **Agencies are also responsible for notifying OSUP if they employ or are about to employ an employee who lives or performs work in a state other than Louisiana.** This is necessary to ensure that taxes are correctly withheld and reported to the appropriate state. If agencies do not comply with this, they will be responsible for any liabilities, fines, and/or penalties assessed for failure to properly withhold and report taxes.

As a reminder, employees who split their work between Louisiana and another state within the same pay period may require an additional Work Tax Area (IT 0208) record in order to correctly withhold and report taxes for work performed in each state. Refer to OSUP Memorandum [#2008-05](#), Employees Living and/or Working in Another State or Country, for additional information on multi state issues.

Any questions should be directed to the OSUP Compliance and Research Unit at _doa-osup-comp@la.gov or call Penny Jones at (225) 342-2053.

APH:LMG/ral